**CRIMINAL RECORD CHECK APPLICATION**

As you will know, the British Aikido Board requires all those eligible persons working with children in aikido to have a Criminal Records Check. This used to be known as a CRB check – but is now known as a DBS check.

You have been sent this application pack because [INSERT CLUB / ASSOCIATION / OR CONTACT NAME] has confirmed that you are applying for a role which requires you to have a Criminal Record check.

You have two options available to you:

1. You can apply on line
2. You can use a paper application form

In both cases you will need to contact [INSERT APPROPRIATE ASSOCIATION CONTACT NAME] to arrange this.

You will also need to discuss your eligibility status with [INSERT APPROPRIATE ASSOCIATION CONTACT NAME] so that you can apply for the appropriate level of check:

* an Enhanced DBS check AND barred list check OR
* the Enhanced DBS check only

When you undertake a DBS check you will need to supply documents to verify your identity. Again [INSERT APPROPRIATE ASSOCIATION CONTACT NAME] will advise you further as to the requirements.

If you need to send ID documents through the post please be aware that we cannot be held liable for any loss in transit. As documents are sent at your own risk, we strongly advise that you consider the different levels of compensation offered by the Royal Mail for loss of documents in transit before deciding how to send your documents to us. Full details can be found on the Royal Mail website www.royalmail.com

We will usually return your documents [INSERT TIME PERIOD] by [INSERT POSTING METHOD] unless you enclose a pre-paid Special Delivery envelope, which can be purchased from a Post Office.

[INSERT ANY REQUIRMENT FOR PAYMENT HERE].

When the Disclosure certificate has been received by you it is ***ESSENTIAL*** that you contact [INSERT APPROPRIATE ASSOCIATION CONTACT NAME] so that we can arrange for the Disclosure to be forwarded to the BAB Case Management Group

**THE SUITABILITY OF EX-OFFENDERS TO APPLY WORK WITH CHILDREN IN AIKIDO**

[INSERT YOUR ASSOCIATION NAME] is a member of the British Aikido Board, and as such used its centralised Case Management Group to assess the suitability of anyone wishing to work with children. This Case Management Group [CMG] comprises appropriately skilled and trained persons to undertake this work.

The BAB uses the services of the Disclosure and Barring Service [DBS] to obtain criminal record disclosures which the CMG will use to assess the suitability of persons applying to work with children in aikido. The BAB complies fully with the DBS Code of Practice and undertakes to treat all applicants fairly.

The BAB CMG undertake not to discriminate unfairly against any subject of a disclosure on the basis of a conviction or other information revealed. The BAB is committed to the fair treatment of applicants, regardless of race, gender, ethnicity, religion, sexual orientation, age, physical/mental disability or previous criminal background.

Having a criminal record will not necessarily preclude you from being accepted for a post working with children in aikido. Before reaching a decision on whether or not a person is “fit and proper”, the BAB CMG will assess the risk that they are likely to pose to children by considering factors such as:

• Whether the conviction is relevant to the welfare of children

• The seriousness of any offence

• The length of time since the offence occurred

• Whether there is a pattern of offending behaviour

• Whether their circumstances have changed since the offending behaviour

• The circumstances surrounding the offence and any explanation.

However applications from those convicted of serious violent, sexual or drugs offences are unlikely to be successful, regardless of when the offences were committed. The BAB is also unlikely to accept applications from those who have been banned or barred from working with children.

The BAB guarantees that disclosure information will only be seen by those who need to see it as part of the suitability assessment process – and all identifying information will be removed prior to submission to the Case Management Group.

We undertake to give applicants the opportunity to correspond with us about the nature and circumstances of a conviction before refusing to allow an applicant to work with children in aikido. In addition, if you wish to challenge the BAB’s decision we will inform you of the relevant appeals process.

SAMPLE APPLICATION FORM – EMPLOYEES & VOLUNTEERS

(Confidential when completed)

|  |
| --- |
| Position applied for: |
| Surname and title (Mr/Mrs/Ms/Miss): |
| Any first name, surname or maiden name previously known by: |
| First name(s): |
| Are you eligible to work in the UK : Yes No  Date of birth: Place of birth: |
| Present address:  Postcode:  Former address (if moved within the previous three years):  Telephone Number(s):  Email address: |
|  |
| Current occupation: Name of organisation:  Role: Address:  Start date: |
| \*Previous occupations (*not essential to complete for those applying to fill voluntary posts*)  Name of organisation:  Start date: Finish date: |
| Relevant experience: |
| Previous experience of working with children in a voluntary or professional capacity: |

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| --- |
| Qualifications |
| Academic/school:(*not essential to complete for those applying to fill voluntary posts*) |
| Vocational/interests: |
| Sporting qualifications and experience: |
| Reason for applying: |
| Name and address of two people who know you well (and are not related to you) who have first-hand experience of you working with children and who we can contact for a reference, or who have provided you with a reference testimonial:  **1. 2.**  \* With your approval we shall also contact your current employer (where appropriate) for a reference.  **\* (Note this information is only required for employed staff)** |
| I agree to abide by any Code of Ethics and Conduct which the Organisation has in force along with the requirements of the BAB’s Safeguarding Policy. I also agree to supply the information requested on the enclosed Self Declaration Form.  Signed: Date:  Print name: |
|  |

**Criminal Convictions Self Declaration Form**

**CONFIDENTIAL**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Position Applied for** | | | | | |  | | | | | | |
| **Surname** | |  | | | **Forename (s)** | | |  | | | | |
| **Date of Birth** | |  | | | **Place of Birth** | | |  | | | | |
| **Address and Postcode** | |  | | | | | | | | | | |
| **Declaration** | | | | | | | | | | | | |
| *Please read the guidance notes before answering the declaration and tick the appropriate statement* | | | | | | | | | | | | |
| a) Have you ever been cautioned or convicted of a criminal offence? | | | | | | | | | **YES / NO** | |  | |
| b) Do you have a court appearance pending or have you been charged by the Police for a criminal offence? | | | | | | | | | **YES / NO** | |  | |
| *If you answered YES to A or B above, please supply the following details (use a separate sheet if required)* | | | | | | | | | | | | |
| **Date** | | | **Court** | **Details Of Offence** | | | | | | **Sentence** | | |
|  | | |  |  | | | | | |  | | |
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| ARE THERE ANY OTHER OFFENCES WHICH MAY – OR MAY NOT – SHOW ON YOUR CRIMINAL RECORD CHECK? YES / NO  IF ‘YES’ PLEASE SUPPLY DETAILS: | | | | | | | | | | | | |
| **I Certify That:** | | | | | | | | | | | | |
| I have not withheld information that may affect my application for appointment. I understand that false information or omissions may lead to dismissal or removal from role. The information supplied above may be verified by the BAB CMG. | | | | | | | | | | | | |
| **Data Protection Act 1998**  I consent to the information which I have provided on this form being used by the BAB CMG in the decision making process which may include requesting a criminal records check for certain posts and clarification of any information arising through criminal records disclosure with the statutory agencies where appropriate.  If you are successful in y our application to work with children in aikido, this form is resealed in an envelope and filed in your personal file. If you are unsuccessful, the form will be destroyed. | | | | | | | | | | | | |
| **Signature** |  | | | | | | **Date** | |  | | |  |
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| **REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) ORDER AS AMENDED**  **GUIDANCE NOTES FOR CRIMINAL CONVICTIONS DECLARATION FORM**  **Please read carefully** |
| The Rehabilitation of Offenders Act 1974 provides protection for people with a criminal conviction seeking employment, giving them the right not to reveal certain convictions when they are officially spent. However, posts at the University which undertake “regulated activity” as defined by the Disclosure and Barring Service, are exempt from the Rehabilitation of Offenders Act, and applicants will be required to disclose all spent and unspent convictions on this form, and apply for an Enhanced DBS check.   1. If you need help or advice in completing this form, you can seek advice from e.g. Citizens Advice Bureau 2. You must complete this form whether you have a previous conviction or not. 3. If you have previously been convicted of a criminal offence. 4. Any details that you provide will be treated in the strictest confidence and will not automatically exclude you from being considered for this or any other role. 5. If you have applied for a post which has been advertised “subject to an Enhanced Disclosure check” this means that you are not entitled to withhold information on a criminal conviction on the grounds that it is “spent” or forgotten under the Rehabilitation of Offenders Act 1974. . 6. If the advertised post is not “subject to an Enhanced Disclosure check”, you are entitled to withhold information about any “spent” convictions. Information about what is a spent conviction can be found here: <http://www.justice.gov.uk/downloads/offenders/rehabilitation/rehabilitation-offenders.pdf> |